



City of Lincoln Emergency Alarm Registration

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Emergency Alarm Registration

The following section outlines the process for an emergency alarm system owner to register their emergency alarm system or an alarm business to register as an alarm business. Alarm businesses registering systems on behalf of customers must first log in to their account and follow the instructions in the “Entering New Customers” section for registering emergency alarm systems on behalf of customers.

New MyInterLinc Security

The old way of signing into the Alarm system was adequate but needed to be updated. MyInterLinc is the City of Lincoln/Lancaster County's public single sign on portal. You can use one username to get into several systems that we maintain.

Navigating the System

If you already have an account, enter the account ID and PIN from any current invoice/email that has been sent to you. You will need to do this for each account that you have. After that you will not need to enter this information.

To register for a new emergency alarm permit, click the “New Account” link:

City Agencies MyInterLinc Search City Treasurer

Pinnacle Bank Arena
CITY OF
LINCOLN
NEBRASKA
City Treasurer

lincoln.ne.gov Finance Department City Treasurer Alarm Registration

Alarm Registration

 testguy | Logout

Accounts **New Account** Attach Account

Welcome!

Attach Account to MyInterLinc

Account ID:

PIN: (Case Sensitive)

You can find your Account number and PIN on any current invoice/email that has been sent to you.

Forgot your PIN
Enter your account # above and your PIN will be emailed to you.

New Accounts

If you don't have an Account/Permit, go to [New Account](#).

Next, click the button for the appropriate type of permit to begin the registration process:

Alarm Registration

Accounts New Account Attach Account

Welcome!

New Account

What type are you? Please select the type of permit:

Residential
&
Commercial

Alarm User

Alarm user shall mean any person, firm, partnership, association, corporation, company or organization of any kind which uses or is in control of an alarm system at an alarm site, regardless of whether it owns or leases the system.

Alarm
Monitoring
Company

Alarm Business

Alarm business shall mean any business which engages in the activity of altering, installing, leasing, maintaining, repairing, replacing, servicing, testing, monitoring, or responding to a fire alarm or an emergency alarm system, or which causes any of these activities to take place within the city jurisdiction.

Existing Accounts

If you already have an Account or have an invoice/email that has an Account number and PIN, go to [Attach Account](#).

The information collected for alarm user and alarm business registrations is similar. Alarm user pages will be shown in this guide and differences between the two processes will be noted. After clicking on the button for the appropriate type, the page to enter client details will next be displayed:

Alarm Registration

testguy | Logout

Client Make a Payment Receipts Permit Invoice False Alarm Accounts

Client Detail

Account ID:

Client Type: U

Responsible Party

Company:

Last Name: * First Name: *

Address 1: *

Address 2:

City: * State: * Zip: *

Phone #1: * #2: #3: #4:

Phone Ext #1: #2: #3: #4:

Email:

Insert Cancel

On this page, enter the details of the person responsible for the alarm (alarm business registration will include an Employer ID Number (EIN) field). The details entered in the responsible party section will be used for sending correspondence related to all permits tied to the account. Although the permit details may be the same, this is the information about the client account. This allows multiple permits to be tied to a single account. At a minimum, enter the fields marked by a red asterisk. When finished, click the "Insert" button at the bottom of the page.

The next page is the Permit Details page:

Alarm Registration

testguy | Logout

Client Make a Payment Receipts Permit Invoice False Alarm Accounts

Permit Detail

Account ID: 325748 - PUBLIC, TEST

[Permit List]

Permit ID: Type: * Status: Pending

Status Date: 1/15/2020 Expire Date:
Create Date: 1/15/2020 2:13 PM Update Date: 1/15/2020 2:13 PM

For Businesses, put the entire Business Name in Last Name and leave First Name empty.

Alarm/Permit Location

Last Name: * First Name:

Address 1: *

Address 2:

City: State: Zip: *

Phone #1: * #2: #3: #4:

Ext #1: #2: #3: #4:

Email:

Near the top is a selection for the type of permit. Select the appropriate type of permit, Commercial or Residential (alarm business permits will be pre-selected to "Business"). Next, enter the details of the alarm or permit location. For alarm users, this will be the location of the emergency alarm. For alarm businesses, this will be the location of the business that holds the permit. If the name and address information are the same as the Responsible Party information, click the "Copy Responsible Party" button to copy the details from the Responsible Party section.

For alarm users, below the location details is an area to select the companies that monitors or sold the emergency alarm. Clicking the magnifying glass next to the field displays a form that allows searching and selection of alarm companies:

Alarm Relationships

Monitored By * 

Sold By 

Click on the magnifying glass to search for a company.

Once all the details have been entered, click on the "Insert" button. Payment for the permit can then be made from the next page by clicking on the "Make a Payment" link:

Alarm Registration

testguy | Logout

Client Make a Payment Receipts Permit Invoice False Alarm Accounts

Permit Detail

If you are done, Make a Payment or click 'New Permit' to add more alarm locations.

Account ID: 325748 - PUBLIC, TEST

[Permit List]

Permit ID: 325748

Type: Residential Status: Pending

Email the City Treasurer

The next page will list the pending payments:

Alarm Registration

testguy | Logout

Client Make a Payment Receipts Permit Invoice False Alarm Accounts

Payments

Account ID: 325748 - PUBLIC, TEST

Show Up To: 1/15/2020

Permit ID: All Search

Email the City Treasurer

Permit	Client Name	Address	Status	Invoice	Invoice Dt	Description	Charge	Adjust	Payment	Owed
325748	PUBLIC, TEST	12345 A ST	Pending	244676	1/15/2020	New Residential	25.00	0.00	0.00	25.00
										Total \$25.00

Continue with Payment

After reviewing, click the "Continue with Payment" button and a final page listing the items to be included in the payment will be displayed:

Alarm Registration

testguy | Logout

Client Make a Payment Receipts Permit Invoice False Alarm Accounts

Payments

Account ID: 325748 - PUBLIC, TEST

Permit	Client Name	Address	Status	Invoice	Invoice Dt	Description	Charge	Adjust	Payment	Owed
325748	PUBLIC, TEST	12345 A ST	Pending	244676	1/15/2020	New Residential	25.00	0.00	0.00	25.00
										Total \$25.00

PayNow Cancel

You must click 'Pay Now' to complete your payment.

Click the "Pay Now" button to begin the payment process. A page will be displayed to enter the Credit Card details:

Alarm Registration

Please enter billing address and zip code associated with your credit card.

Street Address: 123 Main St
Zip Code: 99999

Verification of these fields helps prevent credit card fraud.

[Continue](#) [Cancel](#)

Alarm Registration Amount

Account # 325748: 25.00
PUBLIC, TEST
Total 25.00

Alarm Registration

Your Address: 123 Main St
& Zip Code: 12345 [Change](#)

Alarm Registration Amount

Account # 325748: 25.00
PUBLIC, TEST
Total 25.00

> Pay with credit or debit card

Card number

Expiration date mm / yy /

CSC
[What is this ?](#)

[Pay Now](#)

Enter the credit card details and click the "Pay Now" button. When payment processing completes, a page like the following will be displayed:

Alarm Registration



Approved

Your reference number is: **A700ACFF8F5A**

1/15/2020 2:27:57 PM

Please make a note of this number together with this date.

You may print this page for your records.

Thank you, your account has been updated.

[Back to Alarm Registration](#)

Alarm Registration Amount

Account # 325748: 25.00
PUBLIC, TEST
Total 25.00

Click the "Back to Alarm Registration" link to return to the registration system. The page displayed will show the receipt and allow selection(s) of the receipt to view more details:

Alarm Registration

testguy | Logout

Client	Make a Payment	Receipts	Permit	Invoice	False Alarm	Accounts
------------------------	--------------------------------	--------------------------	------------------------	-------------------------	-----------------------------	--------------------------

Alarm Receipt

Receipt #: 72379 Pay Date: 1/15/2020 2:28 PM
Pay Type: Web Credit Card PayRef: A70OACFF8F5A
Total Due: \$25.00 Payment: 25.00 Change: 0.00
Comment:
Status: A Date: 1/15/2020 User: Web

[\[Receipt List\]](#) [Print](#) 

Account ID: 325748 - PUBLIC, TEST

Permit	Name	Address	Invoice	Invoice Dt	Description	Payment
325748	PUBLIC, TEST	12345 A ST	244676	1/15/2020	New Residential	25.00
Total						\$25.00

At this point, the registration process is complete. Clicking the "Receipt List" link will take you to a list of all your receipts.

Alarm Registration

testguy | Logout

Client	Make a Payment	Receipts	Permit	Invoice	False Alarm	Accounts
------------------------	--------------------------------	--------------------------	------------------------	-------------------------	-----------------------------	--------------------------

Receipt List

Account ID: 325748 - PUBLIC, TEST

	RCPT	Payment Date	Pay Type	Pay Ref	Total
Select	72379	1/15/2020 2:28 PM	Web Credit Card	A70OACFF8F5A	25.00

Click the "Logout" link to log out of your account.

Online Account Services

Forgotten PIN

Accounts → Attach Account

In the case of a forgotten PIN, enter the account id and click the “Forgot PIN” button and the password will be sent to the email of the responsible party.

Client Detail

After a successful login, the initial page displayed is the Client Detail page:

[testguy | Logout](#)

Alarm Registration

[Client](#) [Make a Payment](#) [Receipts](#) [Permit](#) [Invoice](#) [False Alarm](#) [Accounts](#)

Client Detail

Account ID: 325748 Client Type: Alarm User
PIN: *****

Responsible Party [Email the City Treasurer](#) 

Company:
Full Name: TEST PUBLIC
Address 1: 12345 A ST
Address 2:
City: LINCOLN State: NE Zip Code: 68505

Phone #1: (402) 488-1225 #2: #3: #4:
Phone Ext #1: #2: #3: #4:
Email: cplock@lincoln.ne.gov

Permit List [Print Permits](#) 

	Permit	Loc	Status	Expire Dt	Name	Address
Select	325748	Residential	Active	1/15/2021	PUBLIC, TEST	12345 A ST

[New Permit](#)

Updates to the Responsible Party details can be made by clicking the “Edit” button underneath the details. The responsible party address/email will be used for all correspondence related to permits tied to the account will be sent. Once finished with the changes, click the “Update” button to save the changes or “Cancel” to cancel the changes.

Below the responsible party details is a list of permits tied to the account. Click the “Select” link to the left of the permit number to view the details of the permit. The information on the permit details page can be edited by clicking the “Edit” button at the bottom of the page. Clicking the “Back to Client” button will return to the main Client Details page. Registering new permits tied to this client can be made by clicking the “New Permit” link below the list of permits on the Client Detail page or by clicking the “New Permit” button at the bottom of the Permit Detail page.

Making Payments

When a payment is due on an account, the amount due is listed on the right-hand side of the Client Detail page. Click on the “Make a Payment” link and follow the instructions to make a payment. The instructions are also detailed in the “New Emergency Alarm Registration” section.

Viewing False Alarms

False alarms that have occurred at the permit location (applicable to alarm user permits) can be viewed by clicking the “False Alarm” link:

[testguy | Logout](#)

Alarm Registration

[Client](#) [Make a Payment](#) [Receipts](#) [Permit](#) [Invoice](#) [False Alarm](#) [Accounts](#)

False Alarm

Account ID: 325748 - PUBLIC, TEST [Permit List]

Permit ID: 325748 - PUBLIC, TEST - 12345 A ST Status: Active Expire Date: 1/15/2021

Count	Status	Case No	Alarm Date	CAD Addr	Code	Alarm Type
1	A	2020000540	1/8/2020 2:34 AM	12345 A ST	735	ALARM SYSTEM SOUNDED DUE TO MA

The page displayed will list any false alarms that have been linked to the currently selected permit (denoted by the permit number to the right of “Permit ID”, change by selecting a different permit from the Client Detail page). Clicking the case number in the “Case No” column will display additional details related to the false alarm.

Viewing Invoices

To view a list of invoices for the account, click the “Invoice” link:

[testguy | Logout](#)

Alarm Registration

[Client](#) [Make a Payment](#) [Receipts](#) [Permit](#) [Invoice](#) [False Alarm](#) [Accounts](#)

Invoices

Account ID: 325748 - PUBLIC, TEST [Permit List]

Permit ID: 325748 - PUBLIC, TEST - 12345 A ST Status: Active Expire Date: 1/15/2021

Invoice ID:

Invoice	Date	CaseNo	Sent	Description	Charge	Adjust	Payment	Comment
244677	1/15/20	2020000540		False Alarm 1to3 (1)	0.00	0.00	0.00	
244676	1/15/20			New Residential	25.00	0.00	25.00	

The page displayed will list all invoices that have been generated on the currently selected permit (denoted by the permit number to the right of “Permit ID”, change by selecting a different permit from the Client Detail page). To make a payment on any outstanding invoices, click on the “Make a Payment” link and follow the instructions on the pages that follow.

Viewing Receipts

To view all receipts associated to the account, click the “Receipts” link:

Alarm Registration testguy | Logout

Client Make a Payment **Receipts** Permit Invoice False Alarm Accounts

Receipt List

Account ID: 325748 - PUBLIC, TEST

RCPT	Payment Date	Pay Type	Pay Ref	Total
Select 72379	1/15/2020 2:28 PM	Web Credit Card	A70OACFF8F5A	25.00

Click the “Select” link next to the receipt number (RCPT) to view the details of the receipt. From the Alarm Receipt page, click the “Receipt List” link to return to the list of receipts.

Accounts

If you have multiple accounts, click the “Accounts” link to see all your accounts and to switch to a different one.

Logging Out

When finished with all actions on the account, click the “Logout” link to logout of the account.

Search (Alarm Business only)

Registered alarm businesses can search for clients that they currently monitor. Clicking on the “Search” or “Client Search” links will display a page with several search options:

Alarm Registration testguy | Logout

Alarm Business: 3198 - ALARM BUSINESS [Back to My Profile](#) [Client Search](#)

Search Client Associated Make a Payment Receipts Permit Invoice False Alarm Accounts

Client Search

[Print All Clients](#)

by Name by Co.Name by Address by Account by Permit

Last: First:

Search Type: Permit Client

AcctID	Status	Name	Address
--------	--------	------	---------

No matching records.

[New Client](#)

Select the tab for the appropriate search type, enter the search information and click the search button to the right of the search field. Search options in which the Search Type is active allows searching of either the information associated to the client or to the permit.

Once one or more client records have been returned, click on the "Select" link next to the account id to view the client information:

	AcctID	Status	Name	Address
Select	325748	Active	PUBLIC, TEST	12345 A ST
New Client				

Once a client has been selected, links on the main menu (Client, Permit, False Alarm) will display information related to the selected client. To return to the account information for the alarm business, click the "Back to My Profile" link:

Alarm Registration

testguy | Logout

Alarm Business: 3198 - ALARM BUSINESS [Back to My Profile](#) [Client Search](#)

[Search](#) [Client](#) [Permit](#) [False Alarm](#) [Accounts](#)

Permit Detail

Account ID: 325748 - PUBLIC, TEST [Permit List]

Permit ID: 325748 Type: Residential Status: Active [Email the City Treasurer](#)

Status Date: 1/15/2020 Expire Date: 1/15/2021
Create Date: 1/15/2020 2:18 PM Update Date: 1/15/2020 3:17 PM

Alarm/Permit Location
Full Name: TEST PUBLIC
Address 1: 12345 A ST

Entering New Customers (Alarm Business only)

New customers monitored by alarm businesses can be entered by selecting the "New Client" link from the Client Search page:

AcctID	Status	Name	Address
No matching records.			
New Client			

After selecting "New Client", the process for entering a new customer is like the process outlined in the Emergency Alarm Registration section. The Responsible Party details are entered followed by the Alarm Location details. Once this information has been entered, an invoice will be generated and sent to the client at the address entered in the Responsible Party section.

Entering Associated Businesses (Alarm Business only)

Selecting the "Associated" link will allow entry of associated alarm businesses:

[testguy](#) | [Logout](#)

Alarm Registration

Alarm Business: 3198 - ALARM BUSINESS [Back to My Profile](#) [Client Search](#)

[Search](#) [Client](#) [Associated](#) [Make a Payment](#) [Receipts](#) [Permit](#) [Invoice](#) [False Alarm](#) [Accounts](#)

Associated / Contracted Alarm Business

Account ID: 3198 - ALARM BUSINESS

No matching records.

Add or Insert Existing Business: 

Company:

Last Name: First Name:

Address 1:

Address 2:

City: State: Zip:

Phone #1: #2: #3: #4:

Ext #1: #2: #3: #4:

Email:

List of your associated (contracted) alarm businesses that may alter, install, lease maintain, monitor, repair, replace, sell at retail, service, or respond to an alarm system in the city.

If the associated business is currently registered, selecting the magnifying glass next to the "Existing Business" field will allow searching and selection of currently registered businesses. If the business is not registered, enter the information in the section below and click the "Insert" link when finished.